

HARTFORD PARK & RECREATION BOARD AGENDA
MONDAY, JANUARY 23, 2023
CITY HALL – 6:30 P.M.

- 1) ROLL CALL
 - Gail Blocker; Matt Evans; Troy Larson; Josh Mulder; Callie Tuschen
 - Chris Woslager, Craig Wagner
- 2) APPROVAL OF THE AGENDA
- 3) APPROVAL OF MINUTES
 - November 28, 2022
- 4) PUBLIC COMMENTS
 - Public Input on Non-Agenda Items *Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda
- 5) REPORTS
 - City Administrator Report -Enclosed
 - Public Works Report
 - Council Report
- 6) OLD BUSINESS
 - Update on Follow-up Items – Troy Larson
- 7) NEW BUSINESS
 - Appointment of Kandi Lewin to the Board
 - *Gavel turned over to Vice President Josh Mulder
 - Appreciation Certificate presented to Troy Larson
 - Election of 2023 President
 - Election of 2023 Vice President
 - *After election of President & Vice President – The new president will take the gavel and preside over the rest of the meeting
 - Appointment of 2023 Secretary
 - *The new president will appoint a secretary for 2023
 - Review 2023 Budget Items
- 8) PROJECTS/DISCUSSION TOPICS
 - FEMA Storm Shelter Update
 - Bike Trail Update
 - Pool Improvements
- 9) ADJOURNMENT

Hartford Park and Recreation- Regular Meeting November 28, 2022

President Troy Larson called to order the meeting of the Park and Recreation Board at 6:30pm at Hartford City Hall with the following board members present: Gail Blocker, Matt Evans, Troy Larson, Callie Tuschen, Chris Woslager (city council representative) and Craig Wagner (city employee representative). Also present was Teresa Sidel, City Administrator. Josh Mulder was absent with notice.

Approve Agenda: A motion was made by Evans and seconded by Tuschen to approve the agenda as set- all voted yes, motion carried.

Approval of the Minutes: A motion was made by Evans and seconded by Tuschen to approve the minutes from the October 24, 2022, meeting. All voted yes, motion carried.

Public Comments: No public comments on non-agenda items

Reports: City Administrator Report provided updates to various projects. Mayor Jones has appointed Kandi Lewin to replace Troy Larson for the board in January 2023. Calendar Wiz has been selected for scheduling soccer, softball and baseball fields. Will meet with each organization to gather input on field usage. Wagner reported the need to replace batting nets.

Old Business:

- FEMA Storm Shelter Update- To be reviewed and results not till spring of 2023.
- Eagle Scout Project- Completed and will have ribbon cutting December 4th at 2:30pm.
- Pool Discussion with MCR Pools- Lorre Colbern, owner, met to discuss his services and possible next steps.
- Review of 2023 Budget and Cost Estimates- Evans has created a Google drive list of items and will update bids. Reviewed cost estimates on benches, sprinkler, and shade structures.
- Dog Park Update- A motion was made by Evans, seconded by Tuschen to recommend to the city council to spend \$440.60 to the dog park to make up the estimated shortfall. Motion made by Blocker and seconded by Evans to recommend to city council to spend \$1,503.68 on materials for shade shelter at the dog park, which after making up the dog park shortfall above is what remains of the Park & Rec board's FY22 budget. A motion made by Evans and seconded by Tuschen to recommend to the city council to add two hydrants for the dog park water project.

New Business: Nothing Added

Projects/Discussion Topics:

- Bike Trail between Main and Feyder- no changes yet. City staff to meet with ISG Engineering on next steps.
- A motion was made by Evans and seconded by Tuschen to cancel the December 19th meeting. Motion carried.
- With his term coming to an end, Troy identified a handful of "loose ends" for attention and consideration by the Board and city staff in 2023. He will compile these in a list for distribution to the Board and city staff.

Agenda items for next meeting, January 23, 2023

- Election of officers
- MC&R Pool

Adjournment: A motion was made by Blocker, seconded by Evans, all voted yes, motion carried.

I, the undersigned, Gail Blocker, Secretary, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at Hartford City Hall.

1/23/2023

Park & Recreation Board City Administrator Report

Explanation of Agenda Items

NON-AGENDA ITEMS:

- **Field Scheduling**
Jenny has been working with the new scheduling software to become familiar with it. She has reached out to each sport organization and has requested meetings in January to sit down and talk through their scheduling needs for 2023, learn about how they currently set up their games, and find out what fields they currently utilize so she has a better understanding of the needs of each organization. All those meetings have been conducted except for a meeting with Hartford Baseball – we were notified that they have a new president, so Jenny is trying to get a meeting set up with him. Once each organization gets their game schedules to us, we will place the scheduling calendar on our website. We have asked all the organization to be patient during this 1st year and we will try to do the best we can.
- **Council Actions**
The city council did approve the Board's November recommendations to allow 2022 park funds to be used to cover the shortfall in the dog park and allow the purchase of materials for a future shade shelter for the dog park. The council also approved the Board's recommendation to add 2 water hydrants to the Hwy 38 water loop project for the dog park.
- **Meeting Dates**
A list of 2023 meeting dates for all the city's boards is in your packet for your reference.
- **Contact List**
A new contact list is also in your packet for your reference. Please let me know if anything is incorrect or needs to be updated. Mayor Jones did appoint Kandi Lewin to the Board for a 3-year term and Chris Woslager and Craig Wagner were appointed once again for 2023 as non-voting members of the Board.

AGENDA ITEMS:

Old Business

- **Updated on Follow-up Items**
At the Board's last meeting in November, Troy Larson identified some items that the Board will need to keep on their radar until completion. Troy will go over those items again for the Board.

New Business

- **Appointment of Kandi Lewin to the Board:** In December, Mayor Jones appointed Kandi Lewin to the Park & Recreation Board for a 3-year term. Kandi will be filling the vacant seat of Troy Larson. Troy will start off the meeting and present Kandi with her appointment certificate. Once this is done, Troy will step down and the gavel will be handed over to vice-president Josh Mulder.
- **Appreciation Certificate for Troy Larson:** Vice-president Josh Mulder will present Troy with an appreciation certificate. We want to thank Troy for all his service to this Board over the past year!
- **Election of 2023 President & Vice President:** The Board needs to elect a president and vice-president each year. The president shall chair all meetings, schedule all meetings, and act as spokesperson for the Board. The Vice-President will perform those duties in the absence of the President. Vice-president Mulder will call for nominations for president first. Nominations need to be in the form of a motion and second, if only one nomination is made someone will then make a motion to cast a unanimous ballot for that nominee, the motion needs a second and then a vote. If there is more than one nominee, there will then need to be a motion, a second and then a vote on each candidate. The same procedure will be done for the vice-president. After a new president and vice-president have been elected, the gavel will be turned over to the new president for the remainder of the meeting.

- **Appointment of Secretary:** The new president will then have to appoint a secretary for 2023. The secretary is responsible for sending all notices for the meetings, composing the agenda, and taking the minutes.
- **Review 2023 Budget Items:** Enclosed in your packet is a breakdown of funds budgeted for “Park” improvements for 2023. Please note that the council did budget \$100,000 to be placed in the pool fund for future pool improvements.

Projects/Discussion Topics

- **FEMA Storm Shelter:** The city’s updated grant application was submitted to FEMA last October, with additional information supplied to them in November. SECOG has indicated that the FEMA review process takes 4-6 months, so we are hoping for an answer on our grant submission by late spring or early summer. If our grant is approved and the city receives additional funding for this project, we will plan construction for the fall after ball season is done.
- **Bike Trail Update:** The initial layout for the new trail between Main Ave and Feyder Ave shows the area between the creek and the city’s property line is pretty narrow along the NE portion of the trail. Craig met with the property owner at the NE corner of the trail to try and secure an easement for the trail. Initial talks about granting an easement were positive but the owner ultimately decided not to grant an easement because he was in the process of selling the property. Since then, the property has been sold as of last month. Craig will reach out again to the new owner and see if they are willing to grant the city an easement for this project. In the meantime, we have ISG looking into a design that crosses the creek and places the trail along the south side of the creek on the east side. They are evaluating the floodplain with that option and the costs. The city does have a GFP grant for this project and the deadline for the grant is Dec of 2023, so we need to decide placement of the trail as soon as possible.
- **Pool Improvements:** In November, Lorre Colbern with MCR Pools addressed the Board and discussed possible improvements to the city pool. The information that he provided is enclosed in the packet for Board review. The city did budget \$100,000 for future pool improvements so some of these funds could be used for a study, concept plans or other related expenses if approved by the council.

Call if you have any questions 605-528-6187 or 605-261-3995. Or email me at cityhall@hartfordsd.us Teresa

CITY OF HARTFORD

2023 Meeting Dates for City Boards

Council Meetings 7pm at City Hall

January 3, 2023
January 17, 2023
February 7, 2023
February 21, 2023
March 7, 2023
March 21, 2023
April 4, 2023
April 18, 2023
May 2, 2023
May 16, 2023
June 6, 2023
June 20, 2023
July 4, 2023 (to be rescheduled)
July 18, 2023
August 1, 2023
August 15, 2023
September 5, 2023
September 19, 2023
October 3, 2023
October 17, 2023
November 7, 2023
November 21, 2023
December 5, 2023
December 19, 2023

Planning & Zoning Meetings 7pm at City Hall

January 10, 2023
January 31, 2023
February 14, 2023
February 28, 2023
March 14, 2023
March 28, 2023
April 11, 2023
April 25, 2023
May 9, 2023
May 30, 2023
June 13, 2023
June 27, 2023
July 11, 2023
July 25, 2023
August 8, 2023
August 29, 2023
September 12, 2023
September 26, 2023
October 10, 2023
October 31, 2023
November 14, 2023
November 28, 2023
December 12, 2023
December 26, 2023

Park & Recreation Meetings 6:30pm at City Hall

January 23, 2023
February 27, 2023
March 27, 2023
April 24, 2023
May 22, 2023
June 26, 2023
July 24, 2023
August 28, 2023
September 25, 2023
October 23, 2023
November 27, 2023
December 25, 2023 (to be rescheduled)

Park & Recreation Board - January 2023

Voting Member	Address	City	State	Zip	Cell Number	Email Address	Original Appointment	Term Expire
Kandi Lewin	25958 459th Ave	Humboldt	SD	57035	605-413-7929	kandice_Lewin@hotmail.com	1/1/2023	12/31/2025
Josh Mulder	403 Erin Circle	Hartford	SD	57033	605-496-8603	jmuldercontracting@yahoo.com	1/1/2022	12/31/2023
CallieTuschen	505 Patrick Ave	Hartford	SD	57033	605-999-6660	cituschen@yahoo.com	1/1/2022	12/31/2023
Gail Blocker	1010 Par Tee Drive	Hartford	SD	57033	605-310-8648	giblocker@gmail.com	1/1/2022	12/31/2024
Matt Evans	602 Sagehorn Drive	Hartford	SD	57033	719-671-7609	matt8evans@hotmail.com	1/1/2022	12/31/2024
Non-Voting Member								
Chris Woslager	301 E 6th St	Hartford	SD	57033	605-521-7748	hartfordward2b@gmail.com	5/17/2022	12/31/2023
Craig Wagner	25776 464th Avenue	Hartford	SD	57033	605-366-6115	publicworks@unitelsd.com	5/17/2022	12/31/2023

Staff

Teresa Sidel	302 Emma Drive	Hartford	SD	57033	605-261-3995	cityhall@hartfordsd.us	-	-
--------------	----------------	----------	----	-------	--------------	--	---	---

Park & Rec Board Budget for 2023

Budget Amount	\$1,931,227.98
Sports Complex Storm Shelter	-1,597,705.98
Bike Trail	- 293,022.00
Benches (4)	- 10,000.00
Sprinkler/Hoses/Carts	- 2,500.00
Shade Structures (4)	- 28,000.00

These are funds that are budgeted for 2023 – If any expenses are higher, the city council will need to allocate additional funding. If any expenses are lower, the unused funding can be used for other items.

There is also an additional \$100,000 that was placed in the pool budget for a future pool.

MC&R POOLS, INC.

CITY OF HARTFORD - 11-28-22 MEETING WITH PARK BOARD

1 RENOVAE EXISTING POOL WITH A NEW GUTTER SYSTEM

UTILIZING EXISTING SURGE TANK
REMOVE TOP 20-24 INCHES OF POOL WALL
FORM AND FABRICATE NEW CONCRETE GUTTER
REPLUMB ALL PIPING TO POOL AND AROUND POOL TO EQUIPMENT ROOM
UP GRADE EXISTING POOL EQUIPMENT TO MEET CURRENT SD CODES
SANDBLAST EXISTING COATINGS FROM INTERIOR OF POOL
APPLY EPOXY COATINGS TO ENTIRE INTERIOR OF POOL
REMOVE AND INSTALL NEW DECK 3FT AROUND PERIMETER OF POOL
REMOVE AND REPAIR DECK AREAS FOR PLUMBING BACK TO EQUIPMENT ROOM
UTILIZE AS MUCH OF THE EXISTING MECHANICAL ROOM EQUIPMENT AS POSSIBLE

ESTIMATE \$550,000.00 - \$600,000.00

2 RAISE EXISTING FLOOR LEVEL TO 5FT DEPTH

PEG INTO EXISTING FLOOR AND INSTALL 8" SHOTCRETE FLOOR AS NECESSARY
EXTEND MAIN DRAIN LINE

ESTIMATE: \$75,000.00 - \$100,000.00

3 NEW LINER IN EXISTING POOL IN LIEU OF BLASTING AND PAINTING

ESTIMATE: \$90,000.00 - \$100,000.00

4 INSTALL NEW 45' X 75' NEW POOL 3'6" X 12'-0" WATER DEPTHS

EXCAVATION, DECKING, FENCING, ELECTRICAL, GAS PIPING AND VENTING WATER AND
SEWER, PLASTER FINISH, 16' DIVING BOARD

ESTIMATE: \$1,400,000.00 - \$1,600,000.00

CITY IS RESPONSIBLE FOR ELECTRICAL, WATER AND SEWER, FENCE WORK AS NECESSARY
BUILDINGS, ENGINEERING.